

**MINUTES OF THE REGULAR COMMISSIONERS MEETING
OF THE
HOUSING AUTHORITY OF THE TOWN OF GLASTONBURY
at the Main Office
25 Risley Road, Glastonbury, CT 06033
WEDNESDAY,
January 19, 2022, at 5:45 P.M.**

The Commissioners of the Housing Authority of the Town of Glastonbury (the "GHA") met in regular session at 5:45 p.m. on Wednesday, January 19, 2022, at the main office located at 25 Risley Road in the Town of Glastonbury, Connecticut. The meeting notice was posted in the vestibule of the GHA's main office located at 25 Risley Road, Glastonbury, Connecticut.

I. ROLL CALL

Chairperson Carl Stenman called the meeting to order at 5:52 P.M. and the following answered present:

Commissioner Carl Stenman
Commissioner Jim Noonan
Commissioner Cathy Vacchelli (via Zoom)
Commissioner Denise Weeks

Executive Director Neil Griffin
Controller Frank Salerno (via Zoom)

Absent: Commissioner Judy Jaskulski

Chairperson Stenman declared a quorum was present.

II. APPROVAL OF AGENDA AND REVISIONS THERETO (if any)

No changes.

III. PUBLIC COMMENT SESSION

None

IV. READING AND APPROVAL OF MINUTES OF PREVIOUS MEETING

A. Approve Minutes of the Meeting of December 15, 2021

Commissioner Noonan moved the minutes be approved as written, seconded by Commissioner Vacchelli. Commissioners voted to approve the minutes. The motion passed with Commissioners Stenman, Noonan, and Vacchelli voting Yea, no one voted Nay, and Commissioner Weeks abstained. The motion was approved 3-0.

V. **BILLS AND COMMUNICATIONS**

A. **Accept December 2021 Invoices**

The paid invoices were reviewed by the Commissioners with no comments or questions. Commissioner Noonan moved the invoices be accepted.

Commissioner Vacchelli seconded the motion. The motion passed with Commissioners Stenman, Noonan, Vacchelli and Weeks voting Yea, no one voted Nay, and no one abstained. The motion was approved 4-0.

VI. **REPORTS OF THE EXECUTIVE DIRECTOR**

A. **Report of the Executive Director, January 10, 2022**

- Welles Village repositioning- Communications with HUD provided free consultant continue in an effort to gain more information about our broad range of admission policy. Consultant is trying to get an answer from HUD on their thoughts of being able to use it after conversion. A Request for Proposals (RFP) for GHA's consultant will be reviewed one last time and then issued to NAHRO for advertising, possibly with the Public Housing Authorities Directors Association (PHADA) and on the state procurement portal.
- Audit for FYE 6/30/2021. Work continues
- Housing Choice Voucher- GHA applied for addition HAP funding in December. The request was made under the Extraordinary Circumstances category for American Rescue Plan (ARP) Renewal Funding. Specifically, that increase leasing costs are circumstances due to COVID-19
- GHA web page development is in process and homepage design is being finalized.
- Town of Glastonbury provided GHA 500 COVID-19 test kits out of the State of Connecticut distribution to the town. GHA distributed these kits to the residents. We were provided enough to allow us to deliver at least one kit to every occupied unit. We did not distribute to Herbert t Clark Congregate and Assisted Living since it is believed the State Department of Housing (DOH) will provide test kits for these communities soon. The town is working on a second distribution which may allow for us to distribute to Herbert T Clark if the DOH is not able to provide test kits. A total of 485 test kits were distributed by our staff door to door. 15 kits were kept in reserve to potentially test essential staff and for Herbert T Clark residents until the DOH distribution is received.
 - Welles Village Kits Distributed- 325 to 193 units. One per household with one person, two per household with two or more people
 - Center Village Kits Distributed- 72 to 72 units. One per household
 - Village Green & Knox Lane Annex Kits Distributed- 88 to 88 units.

One per household

- Executive Director evaluations and employment contract. I have included a copy of what we use to evaluate supervisors with my report. The most important part of the evaluation is the performance goals and objectives/areas of development section of the evaluation. This section is used to identify specific goals, projects or areas of development for the individual to work on or achieve over the next period. These goals become part of their next evaluation. If necessary, in the following year's evaluation these goals can be added to the Individual Competencies or Leadership Competencies sections under the available "other" boxes. More "other" boxes can be added as needed.

Counsel has been asked for information on employment contracts. It was recommended to secure special counsel for the subject matter. This is presently underway and as the information becomes available it will be provided to the Board.

- RFQ Financial Consultant for Development and/or Redevelopment Funding Applications. GHA received only one response from Newcastle Housing Ventures, LLC ("Newcastle"). The RFQ was advertised on the Department of Administrative Services (DAS) web portal. GHA has experience working with Newcastle and it is an exceptionally capable firm that is knowledgeable on all funding sources GHA could be exploring to use. Even though we only received one response I recommend GHA negotiate a contract with Newcastle.

While any one engagement with Newcastle is not likely to exceed \$250,000 it is possible that over the duration of the contract with Newcastle it may earn greater than \$250,000. Therefore, I recommend the Board formally approval the contract be awarded to Newcastle.

- Welles Village Admissions and Continued Operations Policy (ACOP) has been updated and a summary of the changes has been provided to you for your review. Changes to the ACOP will be part of GHA's public hearing to be scheduled for March or April.

VII. REPORTS OF COMMITTEES

None

VIII. UNFINISHED BUSINESS

A. Town of Glastonbury Affordable Housing Plan

Commissioner Stenman provided an update. The second draft of the Town's Affordable Housing Plan is available on the Town's website. He provided the

date of the next public hearing (virtual) on the draft plan which is Monday, January 31, 2022, starting at 6:30 p.m.

B. Welles Village Repositioning

This was covered above in the section titled: Report of the Executive Director, January 10, 2022.

C. Executive Director Employment Contract

Commissioner Stenman recommended moving forward on an exploratory basis and engaging an outside counsel to summarize the associated benefits and detriments. The Board unanimously agreed to move forward by requesting a proposal and then engaging an outside counsel specializing in labor law.

D. Executive Director FY 2022 Performance Criteria

The Board acknowledged receipt of the GHA management appraisal form. Commissioner Stenman asked for all to review the material and provide thoughts and comments at the Board's next meeting.

IX. NEW BUSINESS

A. Resolution 2022-01 – Authorizing the Executive Director to Negotiate and Execute a Financial Consultant Contract

WHEREAS, the Housing Authority of the Town of Glastonbury, a public body corporate and politic (the "GHA") is a quasi-public agency created by the municipality under the Connecticut General Statutes, Section 8-40, having all the powers necessary under the law to provide safe, sanitary affordable housing;

WHEREAS, the mission of the GHA is to ensure the provision of rental housing opportunities in the town of Glastonbury for lower-income persons in viable community settings by developing and operating its programs (i) to ensure that people are housed to acceptable standards, (ii) at affordable costs, (iii) in a manner that requires increasingly less subsidies from public resources, (iv) in an environment that stimulates socially inclusive communities which break down barriers between tenants and home owners, and (v) to provide the basis for individuals to realize their full potential;

WHEREAS, the GHA recently issued a Request for Qualifications (the "RFQ") for a financial consultant to assist the GHA in its preparation and submission of development and/or redevelopment funding applications;

WHEREAS, the GHA received only one (1) response to the RFQ, such response being received from Newcastle Housing Ventures, LLC ("Newcastle");

WHEREAS, Newcastle previously provided financial consulting services to the

GHA, most recently in support of the GHA's redevelopment of Center Village, and the GHA was very satisfied with those financial consulting services provided by Newcastle;

WHEREAS, in the near future the GHA plans to develop and/or redevelop an affordable multifamily rental property incorporating the use of Low-Income Housing Tax Credits ("LIHTCs"), financing provided by the Connecticut Housing Finance Authority ("CHFA") and the State Department of Housing ("DOH"), and other funding (operating and capital) resources; and

WHEREAS, the GHA believes Newcastle to be capable, qualified, and exceedingly knowledgeable with LIHTC programs and requirements associated with CHFA's and DOH's funding programs and competitive application processes.

NOW THEREFORE BE IT RESOLVED THAT the GHA's Board of Commissioners hereby authorizes the GHA's Executive Director to enter into negotiations and subsequently execute a consulting contract by and between the GHA and Newcastle for Newcastle to provide applicable financial consultant services to the GHA including, but not limited to, the preparation and submission of funding applications for the GHA's next development and/or redevelopment of an affordable multifamily rental community, such project not yet being fully identified.

Commissioner Noonan moved the resolution be approved. Commissioner Weeks seconded the motion. The motion was carried, and the resolution was accepted 4-0. Those answering Yea: Commissioners Stenman, Noonan, Vacchelli, and Weeks. Nay: none; Abstain: none.

There being no further business, Commissioner Noonan moved that the meeting be adjourned. Commissioner Weeks seconded the motion. The motion was carried unanimously 4-0, and the meeting was adjourned at 6:36 p.m.

Respectfully submitted,

Minutes Approved on
February 16, 2022

Neil J. Griffin, Jr.
Secretary

Carl F. Stenman
Chairperson

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